



COLLIN COUNTY

Myers Park & Event Center
7117 County Road 166
McKinney, Texas 75071
www.collincountytx.gov

November 10, 2015

To: Judge Self and Commissioners

From: Judy Florence, Myers Park & Event Center Manager

Re: Adopt the Collin County Farm Museum Collections Management Manual

Myers Park requests Commissioners Court's adoption of the attached Collin County Farm Museum Collections Management Manual. The purpose of this document is to provide a form of uniform guidance for museum staff, volunteers, other county departments and donors who interact with the museum.

The statutory responsibility of the Collin County Farm Museum Staff is to manage all activities to ensure the collections receive the appropriate administrative and physical care and maintenance; supervise all administrative and physical activities regarding the collections; as well as maintains the collection and disposes of deaccessions as provided by law.

Collin County's collections are governed by Texas statutes, Local Government Code, Chapter 262 and 263 unless superseded by Federal statutes. These statutes, including interpretations, are the ultimate authority on the validity of collections management procedures.

General guidelines for collections activities and utilization of this manual are as follows:

- A. Record potential donations or loans and evaluate the potential artifact(s) for acquisition (Source Documents, page 1 & 2).
- B. If the artifact(s) qualifies, submit request for acquisition to Commissioners Court.
- C. Processing approved acquisitions.
- D. Maintaining care, maintenance and security of artifacts.

We will be available to answer any questions you might have regarding this matter.

cc: Clarence Daugherty
Jeff Durham